EMERGENCY MEETING

Federal Emergency Management Agency

Town of Windham

Preliminary Storm Damage Assessment

Thursday, December 6, 2018

9:00 am Windham Town Office

**Present**

 Sean O’Hara FEMA Emergency Manager

 Bob Kehoe Selectman

 Richard Pare Town of Windham Road Commissioner

 Kord Scott Selectman

 Claudia Voight Select Board Clerk

 Bruce McLaine FEMA

 Jim Tonkovich Vermont Emergency Management

 Peter Chamberlain Treasurer

 Kathleen Scott Assistant Treasurer

 Peter Thomas FEMA

Meeting called to order at 8:55 by Kord Scott

Bruce from FEMA did introduction and explained that the State has asked FEMA to come and evaluate damages from the recent storm.

* + Bruce commented that they understand that our area got hit hard
	+ Bob went on to discuss specs and impact from the town being shut down for a number of days
		- He ran through the map of our Town/area (attached)
		- The only thing that was running were generators
		- Bob commented that since 1979 there the area has not seen anything like this especially with the heavy snow and ice and this early in the season
	+ They went on to do an overview of the surrounding towns the storm impacted however was at the mercy of the utility companies to respond to clear roads

Kord reviewed paved vs unpaved roads with FEMA and the State

* Discussion revolved around impact on roads, which were closed due to trees/lines done
* Kord commented that we received 21 ½ inches of heavy snow from the storm – discussed our elevation in relationship to surrounding towns.

Bruce commented that this was very good background – it’s obvious that there is a large amount of expenses related to plowing/sanding

* Bruce went on to explain the bad news – due to location – in order to get a snow clearing declaration there are many steps required from National
* From his understanding the State is not looking for snow removal reimbursement –Windham county is the only County looking for reimbursement
* FEMA goes to multiple towns to develop the matrix – the county needs to reach a threshold – FEMA submits findings to the State for review
* Kord responded that the majority of our heavy equipment, labor and salt & sand usage to keep the “detour” roads open to emergency and service vehicles as the main access roads were closed. It was not for routine snow removal.
* Discussion continued to revolve around expense breakdown to make it appropriate for reimbursement
	+ - Bob – roads needed to be maintained 24/7 due to remoteness
		- Bruce – thanked Town as it makes his job easier – he will gather all info and put figures together
		- Bob 319 people in Town without power

Bruce – requested to run through financial breakdown –

* They went line item by line item on list – Kord/Bob gave more background on each line item so FEMA and state attendees had better understanding of how #’s were reached.
* Sand/Salt – Bruce – how were #’s reached – Kord went on to explain – Town used massive amounts of sand/salt to keep “detour” roads open – Bruce requested invoice showing sand/salt costs
* Bruce requested a copy of the invoice showing costs for sanding and salt – Imme gave FEMA copy
* Bruce – requested to do a drive around Town after meeting to view damages

Bruce – went on to explain the process that FEMA uses for each line item he also requested more of a breakdown for each person and expense – hours, what equipment used – define what each piece of equipment is – he will assign cost code – weight, size of truck and operator..etc.

* They went on to review labor costs – Bruce questioned why Bob was not included in the labor costs – Bob responded that it falls under volunteerism
* Bruce requested copy of regular time benefit – he does it as percentage number, this is additional costs the Town is entitled to
* Kord asked if tools are covered, Bruce – yes – chain saws..etc
* Bruce – discussed percentage of coverage from FEMA – ex. If $100,000 approved - $75,000 from FEMA – rest from Town – administrative and volunteer hours can be applied towards town portion

Discussion then focused on the Shelter which had to be set up – FEMA directed the Town in the future to have volunteers sign in

* Emme asked how they figure reimbursement for propane – Bruce responded how they do it – based on generator size and FEMA operating cost per hour
* Bruce commented our documentation is very good – State agreed

At this point he will put together these numbers – time for drive around with Richard.

FEMA – start to keep track of Direct Administrative cost – time spent putting documentation together – new process from FEMA – if another emergency situation they will come and ask for this documentation – now called “management costs” . Start with this meeting, time – who was here, etc.

Date/time worked/what each person was doing..etc.

Kord asked FEMA and the State if they want to see some pics before they head out, yes – as there are areas cleared now.

Bruce introduced Peter – Environmental officer for FEMA – went on to discuss how they determine compliance – what are they looking at – tree removal..etc. What is exempt and not. What they need from State re: debris - exception is if we are burning the debris -

* Kord asked if we subcontract – would they be familiar with process, Peter – no – inform sub what town will need to submit – what was done with debris…etc. Kord asked if this would also be part of “time posting”.
* Peter – other consideration – bats – trees are summer nesting places – 90% bat population in state, working with state to try to not adversely affect bats, do tree trimming before June 1st. Hickory/soft maples – focus on trees bats nest in.
* Peter went on to discuss various bat categories – types of trees…etc. 6 month timeline to take care of debris from storm.
* Bruce, if late thaw – let Project Manager know… – extensions not given and not always approved.

Meeting adjourned at 10:45 a.m.

Attachments:

 Storm Event Related Costs

 Town of Windham Road Map

Respectively Submitted: Claudia M. Voight Town of Windham Select Board Clerk